



CERTIFYING OFFICIAL WORKSHOP – CONTRACTING SESSION

ACQUISITION SUPPORT CENTER

Mitchell Colston, Acting Director,
Contracting Career Program Office

PURPOSE

- Provide information to the Certifying Officials on recent changes in CP-14
- Discuss concerns of the Certifying Officials (from the Certifying Official's Survey)
- Receive recommendations on any necessary changes to the certification policies, procedures, and/or processes

AGENDA

- CP-14 Workforce Statistics
- CP-14 Certifying Officials
- CP-14 Changes in Certification Requirements
- Certification Process
 - Certifying Official
 - Regional Directors
 - ACMs
 - Workforce Member
- Future Initiatives/Programs
- Questions

CP-14 WORKFORCE STATISTICS

Workforce by General Series*

(CON)	1102	5,033
(IND)	1103	64
(PUR)	1105	263
(PQM)	1150	132

*Source: CAPPMS database, as of February 9, 2005

CP-14 CERTIFYING OFFICIALS STATISTICS

- Total Number of COs: 44
- Number of COs by General Series
 - 1102: 36
 - 1103: 1
 - 1105: 21
 - 1150: 7
- COs by Region
 - National Capital and Central West Regions: 27
 - Northeast and Central East Regions: 9
 - Southern and Western Regions: 8

CERTIFICATION REQUIREMENTS FOR CONTRACTING (1102)

Current Requirements				Proposed Requirements Changes		
Education	Degree and 24 hours of business-related courses. Requirement for all new 1102s and COs with warrants above SAT, effective Oct. 1, 2000.			NONE		
Training	Level I*	Level II	Level II	Level I*	Level II**	Level III
	CON 100 CON 110 CON 111 CON 112 CON 120 1 Elective	CON 202 CON 204 CON 210 2 Electives	CON 353 2 Electives	NONE	2XX will replace 202, 204 and 210 ** 2XX will be deployed in FY 06.	NONE

PREPARING FOR THE FUTURE

*CON 100 is desired before taking CON 110, 111, and 112. However, if more practical from a scheduling standpoint, students may take CON 110, 111, and 112 before completing CON 100. CON 100 is still a

CERTIFICATION REQUIREMENTS FOR PURCHASING (1105)

Current Requirements				Proposed Requirement Changes		
Certification Levels	Level I*	Level II	Level III	Level I*	Level II	Level III
Education DESIRED	16 S/Hrs.	32 S/Hrs.	64 S/Hrs.	NONE		
Training	CON 100 CON 110 CON 111 CON 112 CON 120 CON 237 1 Elective	CON 202 2 Electives	2 Electives	NONE	NONE	NONE

PREPARING FOR THE FUTURE

*CON 100 is desired before taking CON 110, 111, and 112. However, if more practical from a

CERTIFICATION REQUIREMENTS FOR INDUSTRIAL CONTRACT PROPERTY MANAGEMENT (1103)

Current Requirements				Proposed Requirement Changes		
Education	DESIRED: BA Degree or at least 24 hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.			NONE		
Training	Level I*	Level II	Level III	Level I*	Level II	Level III
	CON 100 CON 110 CON 111 CON 112 CON 120 IND 100 IND 103 1 Elective	CON 202 CON 210 IND 200 2 Electives	CON 353 2 Electives	NONE	NONE	NONE

*CON 100 is desired before taking CON 110, 111, and 112. However, if more practical from a scheduling standpoint, students may take CON 110, 111, and 112 before completing CON 100. CON 100 is still a mandatory course for Level I certification. CON 100 was deployed in FY02.

CERTIFICATION REQUIREMENTS FOR PRODUCTION, QUALITY, AND MANUFACTURING (1150)

Current Requirements				Proposed Requirement Changes		
Education	<p>DESIRED Level I : Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, business, quality assurance, or a related field.</p> <p>DESIRED Level II and III: Baccalaureate degree in above disciplines and Master's degree in business, production management, engineering, or related field.</p>			NONE		
Training	Level I	Level II	Level III	Level I	Level II	Level III
	ACQ 101 PQM 101	ACQ 201 PQM 201	PQM 301	NONE	NONE	NONE

CONTRACTING EDUCATION REQUIREMENTS: ISSUES AND CONCERNS

- **BUSINESS RELATED DISCIPLINES ARE DEFINED BUT BUSINESS RELATED-COURSES WITHIN THOSE DISCIPLINES ARE NOT DEFINED.** The memo sent by the DDACM referencing the ACE disciplines has been rescinded because ACE is no longer providing guidance on what disciplines and subject areas are considered business.
- **WE NO LONGER FOLLOW THE AMERICAN COUNCIL ON EDUCATION GUIDANCE BECAUSE THE GUIDANCE IS OBSOLETE.**
- Examples of Business Disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. <http://asc.army.mil/pubs/aac/default.cfm>
- What are acceptable courses for the business hours? There seems to be differing interpretations on what satisfies the 24 hours of business related courses. The problem discipline has been industrial management. CPO and issues with 24 hours of business.
- What are your thoughts on the DoD 5000.52-M provision on waiving one year of experience by using education as an alternate experience method?

ELECTIVE REQUIREMENTS: GUIDELINES

- Required for each certification level
- Must be a course or structured learning activity with specific learning objectives that are tailored to the needs of the employee or the organization
- Must earn a minimum of 4 continuous learning points
- Shall be included with the request for certification and indicates the supervisor's approval of the elective(s)
- Taken after the date the employee enters the career field or after the date the employee obtained his or her last certification, whichever is later
- Guideline for Certifying Officials, October 4, 2004:
http://asc.army.mil/docs/policy/cert_guide.pdf

PROCESSING CERTIFICATIONS

- STEP 1: Regional Customer Support Office: Workforce member submits:
 - Updated, signed ACRB
 - Current resume
- STEP 2: Regional Customer Support Office: ACM prepares and submits to the Certifying Official:
 - Updated ACRB
 - Resume
 - Certificate
 - Checklist*
- STEP 3: Certifying Official reviews the package and approves/disapproves (signs ACRB and certificate, if approved).
- STEP 4: Certifying Official sends certification to ACM. If not approved, provides an explanation on the Checklist for disapproval.
- STEP 5: ACM contacts workforce member....

* Checklist on ASC website has been replaced with link to DAU Catalog (Certification Standards)

Does the DAU Checklist provide sufficient information to evaluate the workforce member's request for certification? Should a separate checklist be developed for Contracting which reflects the current requirements as well as the original standards?

EXPERIENCE REQUIREMENTS

- Positions and duties outlined in:
 - DAU Catalog, Appendix B
 - DoD 5000.52-M
 - Guideline for Certifying Officials
- What are your thoughts on certifying non-1102s in Contracting? Examples:
 - CDGs that rotate through an Acquisition Center
 - Former Acquisition Career Experience (ACE) Program students, coded in the 1199 job series
 - AMC Fellows Program
 - Others in the 0301 job series
 - Interns

FUTURE INITIATIVES

- Virtual ACRB
 - ASC developing a virtual ACRB whereby employees could update certain information
 - Proposal - Piloted in September 2005 and in production the end of November 2005
- Communications with Certifying Officials – Do you have any ideas on ways to keep you informed on any changes and updates to the career field?
- Virtual certification process – If a process could be implemented in the future, what are your thoughts on how it could be accomplished and what documents would need to be included in the package?

CONTRACTING CAREER PROGRAM OFFICE (CP-14)**Mitchell Colston**

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ACMP3 DIVISION

PREPARING FOR THE FUTURE

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